

Reading Guide

for DOE Order 1300.2A, *Department of Energy Technical Standards Program*

Objectives

After studying this order you should be able to:

- Discuss its purpose;
- Describe the policy and objectives set forth by the order;
- Identify the responsibilities of Department personnel; and
- Discuss the general provisions of the Department's Technical Standards Program.

These objectives will be tested by your ability to pass an objective quiz with a score of 8 out of 10 or better.

Time

You will need approximately two hours to read the order, complete the study guide, and take the quiz.

Materials

This study guide, a copy of the order, a highlighter, and pen.

Certification

Contact your training coordinator for a copy of the quiz pertaining to this order. Upon passing the quiz, complete the attached certificate for your file.

Reading Guide

As you read DOE Order 1300.2A, use the guide below to focus your thinking and to prepare for your discussion of this order with your supervisor. Taking the time to write your thoughts down will help you retain the information longer and make it more useful to you on the job. Be sure to write down questions that you have as you go and find a source—perhaps your supervisor—to answer them. You may also wish to highlight sections most pertinent to your job so that you can use the order as a job aid for future reference.

Overview

In your own words, state the:

- a. Purpose of the order

- b. Scope of the order

Key Terms

Briefly define the following key terms:

DOE Standard

Government Standard

Technical Standard

Non-Government Standard

Non-Government Standard Bodies

Make a list of key terms you wish to remember and their meanings

Responsibilities

Distinguish between the key responsibilities of the following personnel:

Secretarial Officers

Assistant Secretary for Nuclear Energy

Director, Office of Nuclear Safety Policy and Standards

Assistant Secretary for Environment, Safety and Health

DOE Heads of Field Organizations

Make a list of your personal responsibilities as detailed in this order:

Points of Interest

Note items you wish to discuss with your supervisor or that you want to remember for future reference.

Certificate of Completion

Please complete the certificate below. Provide a copy to your personnel office to include in your file and keep the original for your own reference.

I hereby confirm that I took the quiz for DOE Order 1300.2A, Department of Energy Technical Standards Program and

() passed

() did not pass

with a score of 8 out of 10 or higher.

Signed _____ Date _____

Accepted by Supervisor _____ Date _____

I have discussed DOE Order 1300.2A, Department of Energy Technical Standards Program, with _____ and am confident that he/she has a familiarity level knowledge of the order.

Supervisor's Signature _____ Date _____